



October 24, 2024

**For the attention of: Training/Human Resource Managers**



**TRAINING PROGRAMMES**  
**FEBRUARY 2025**

**FMM Institute** is pleased to forward you a list of our training programmes scheduled for **February 2025** as below:

Below are the programmes to be held at **FMM Selangor & Kuala Lumpur Branch** (No.8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park 40150 Shah Alam, Selangor) unless otherwise stated:

<b>PROGRAMMES</b>	<b>HRD Corp Claimable Courses</b>	<b>Dates</b>
<b><u>Personal Development</u></b>		
▪ Kemahiran Berkomunikasi dan Pembentukan Kerja Cemerlang	SBL-Khas	5 – 6 Feb (Wed-Thu)
<b><u>Customer Service, Sales and Marketing</u></b>		
▪ Client Handling Skills	SBL-Khas	19 – 20 Feb (Wed-Thu)
<b><u>Financial Management</u></b>		
▪ Efficient Finance & Account Operations – Best Practice <i>(NEW)</i>	SBL-Khas	12 – 13 Feb (Wed-Thu)
<b><u>Human Resource and Industrial Relations</u></b>		
▪ Behavioural Interviewing Skills	SBL-Khas	12 – 13 Feb (Wed-Thu)
▪ Conducting Training Needs Analysis (TNA) and Evaluate Training Effectiveness	SBL-Khas	17-18 Feb (Mon-Tue)
<b><u>Production, Operations and Logistics, Export Management</u></b>		
▪ Trade Finance Facilities	SBL-Khas	12 – 13 Feb (Wed-Thu)
▪ Pengiraan dan Penilaian Stok	SBL-Khas	19 – 20 Feb (Wed-Thu)
▪ Warehouse Management in the 21 <sup>st</sup> Century: Improving Efficiency of the Supply Chain	SBL-Khas	19 – 20 Feb (Wed-Thu)
▪ Fundamental Supply Chain Management Workshop to Enhance Business Effectiveness <i>(NEW)</i>	SBL-Khas	26 Feb (Wed)
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ Productivity Workshop: 5S Implementation	SBL-Khas	26 – 27 Feb (Wed-Thu)
<b><u>Technical and Maintenance</u></b>		
▪ Basic Electrical for Non-Electrical Personnel	SBL-Khas	26 – 27 Feb (Wed-Thu)

PROGRAMMES	HRD Corp Claimable Courses	Dates
<b><u>Certificate Programmes</u></b>		
<ul style="list-style-type: none"> <li>▪ FMM Certificate in Production Planning and Control</li> </ul>	SBL-Khas	3-5 & 10-11 Feb (Mon-Wed)

### **HRD Corp Claimable Course**

Grant approval from HRD Corp is required prior to commencement of programme.

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